



UNITED STATES DISTRICT COURT
Southern District of Ohio

CAREER OPPORTUNITY

POSITION TITLE: Case Administrator # 10-14

STATUS: A Year and A Day Appointment; temporary to permanent, depending upon work performance

LOCATION: Dayton, Ohio

STARTING SALARY: CL23 \$31,574

CLOSING DATE: Must be received by July 12, 2010 at 4 p.m.

POSITION OVERVIEW

This position is located in the Clerk's Office. The individual is responsible for a variety of operational duties, specifically using Electronic Case Filing (ECF). Daily contacts are made with other judges, judicial assistants, attorneys, the Clerk of Court, U.S. Attorney's Office, state and federal agencies, the news media, and the general public. All duties are performed under the direction of the Division Manager.

REPRESENTATIVE DUTIES

Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court documents.

Files documents electronically; meeting requirements.

Collects appropriate fees.

Assures assignment of case numbers and randomly assigns cases to judges.

Routes documents to proper offices/people after acceptance.

Verifies attorney's authority to practice before the court.

Acts as receptionist and furnishes information to a wide variety of people within and outside the court.

Makes summary entries of all documents and proceedings on the electronic docket. This includes, but is not limited to, such things as: pleadings, petitions, motions, complaints, minutes, and orders.

Assists in case management by ensuring that all automated entries are appropriately lined for proper

case management.

Opens cases upon receipt of initiating documents, such as complaints, indictments or petitions.

Closes cases upon receipt of terminating documents, such as judgments and closing orders.

All other duties as assigned.

PREFERRED SKILLS

Experience in using Electronic Case Filing (CM/ECF), adobe acrobat, WordPerfect

Paralegal knowledge.

Extensive experience in and working knowledge of criminal and civil case management.

Skill using automated case management systems and Windows software programs.

Experience which reflects the applicant's ability to work under pressure and deal with change.

Ability to meet and communicate effectively with a variety of people including peers, members of the Bar, and judicial officers.

Experience in listening to and interpreting information, note taking, and producing professional, grammatically correct written summaries.

Work experience that supports ability to successfully manage multiple priorities and to work with limited supervision.

GENERAL EXPERIENCE

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. A minimum of two years of general experience.

SPECIALIZED EXPERIENCE

Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms.

EDUCATION

Education above the high school level may be substituted for the required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. Education may be substituted for specialized experience because the court support positions require hands-on experience.

EMPLOYEE BENEFITS

The U. S. District Court offers an excellent working environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, life insurance, supplemental dental and vision plans, annual and sick leave and Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), Long Term Disability Plan, periodic salary increases and Thrift Savings program with matching funds. Benefits also include at least 13 paid vacation days and 10 paid holidays per year.

The United States District Court is part of the Judicial Branch of the United States Government. All applicants must be U.S. citizens. Judiciary employees serve under excepted appointments (not civil service) and are at will employees. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

APPLICANT PROCESS

Forward cover letter, detailed resume, AO 78 application, three professional references to email address in **pdf format** at: Job_Application@ohsd.uscourts.gov or mail to:

Human Resources Manager
United States District Court
103 Potter Stewart U.S. Courthouse
100 E. Fifth Street
Cincinnati, OH 45202

The AO 78 application can be found on our internet page at www.ohsd.uscourts.gov.

The court reserves the right to amend or withdraw any announcement without written notice to applicants. **Applicants invited for an interview will be subject to a criminal records check. All employees are subject to a background check or investigation, periodic reinvestigation, if applicable, and that retention depends upon a favorable suitability determination.** Positions within the U.S. District Court are designated as workplace drug testing positions and applicants considered for a position may be subject to pre-employment drug testing.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

THE COURT IS NOT AUTHORIZED TO REIMBURSE CANDIDATES FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES. THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN THE WORKPLACE